CHAPTER 11

CONTENTS

ORGANIZATION GUIDES

CONTENTS.....11 - 1

INCIDENT COMMAND SYSTEM ORGANIZATION CHART .....11 - 2

MODULAR DEVELOPMENT 11- 3

ICS ORGANIZATION GUIDE.....11 - 7

ICS FORMS .....11 - 9

ICS MAP DISPLAY SYMBOLOGY .....11 - 10

RESOURCES UNIT FUNCTIONS AND INTERACTIONS 11- 11

SITUATION UNIT FUNCTIONS & INTERACTIONS.....11 - 12

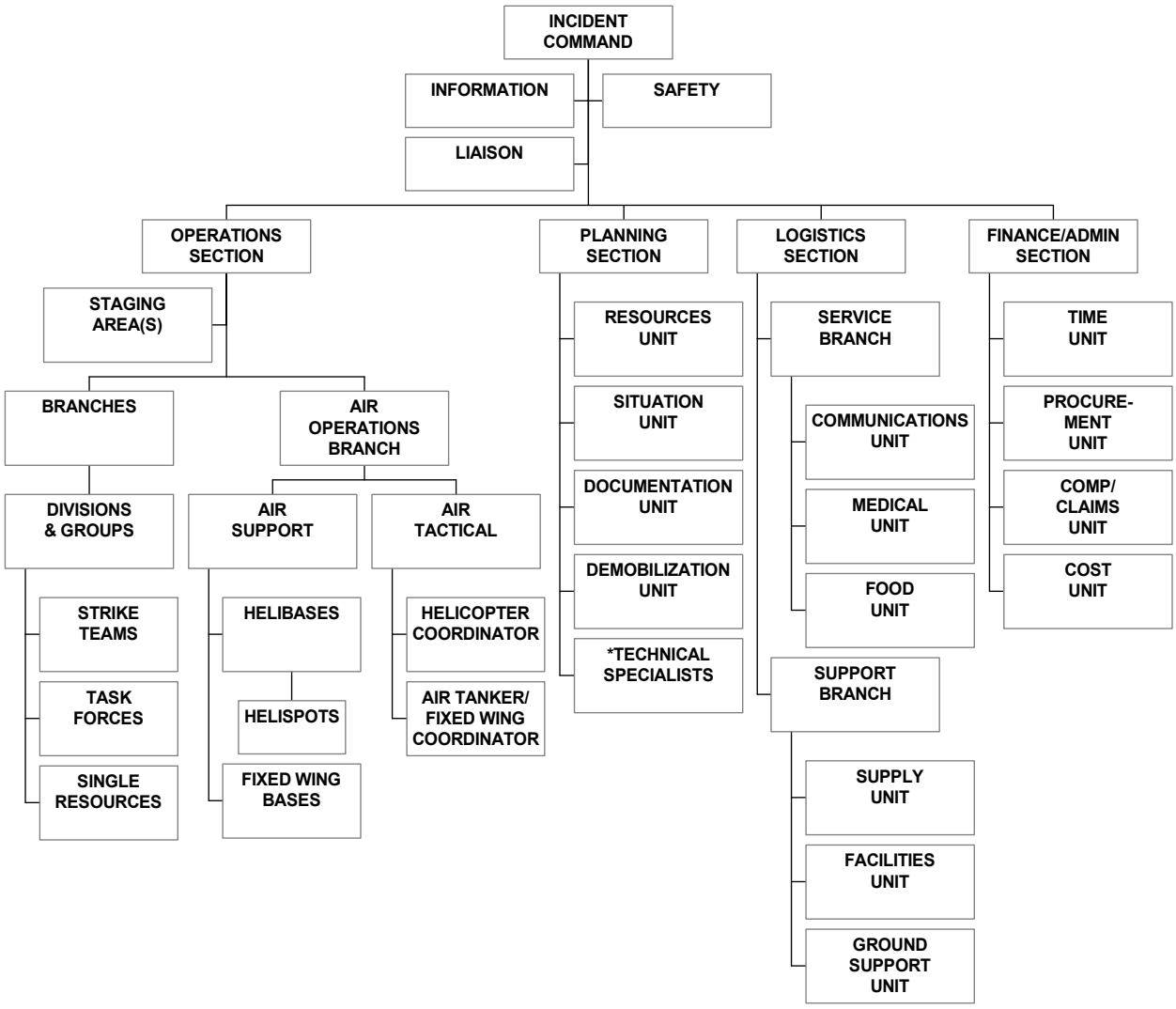
RESOURCE STATUS CHANGE REPORTING .....11 - 13

STRIKE TEAM LEADER INTERACTIONS .....11 - 15

REASSIGN / RELEASE OF RESOURCES.....11 - 16

ICS CAMP ORGANIZATION AND REPORTING RELATIONSHIPS .....11 - 17

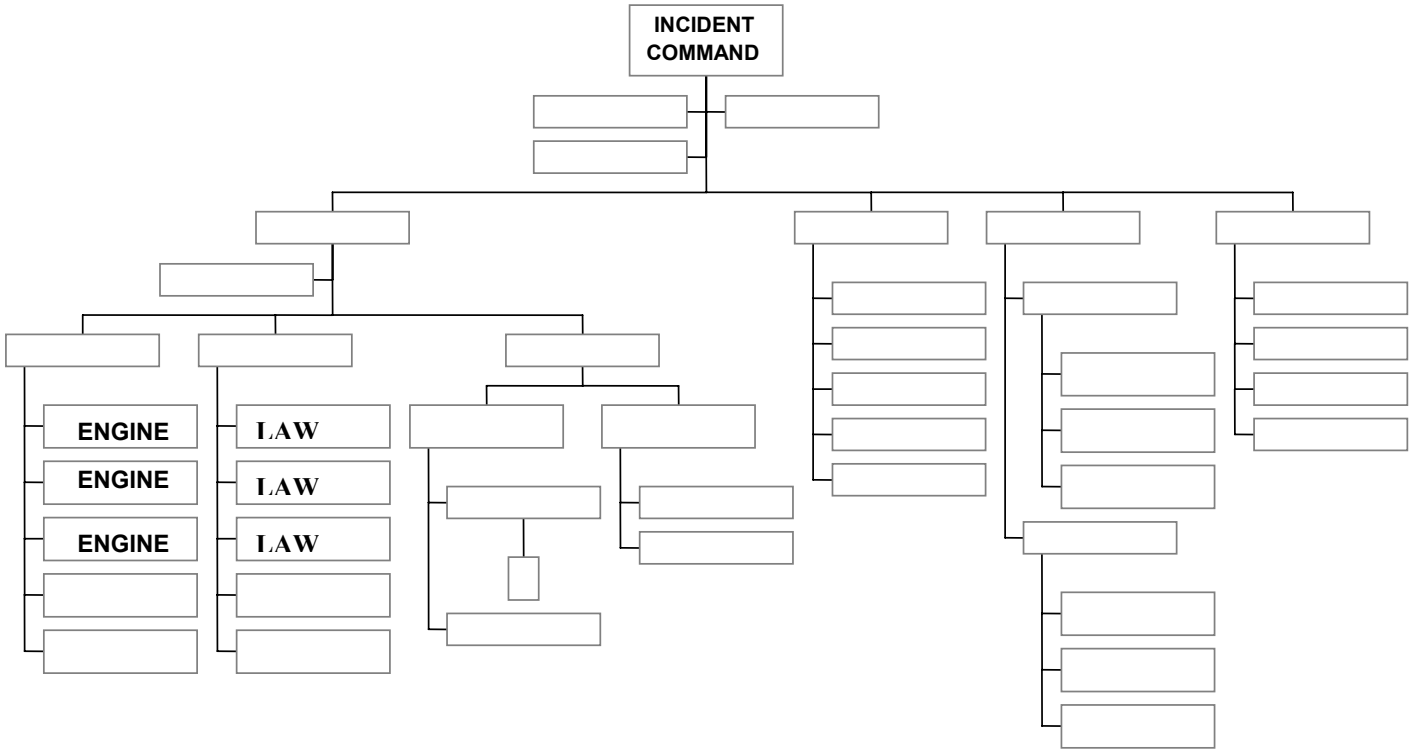
INCIDENT COMMAND SYSTEM ORGANIZATION CHART



*MAY BE ASSIGNED WHEREVER THEIR SERVICES ARE REQUIRED.

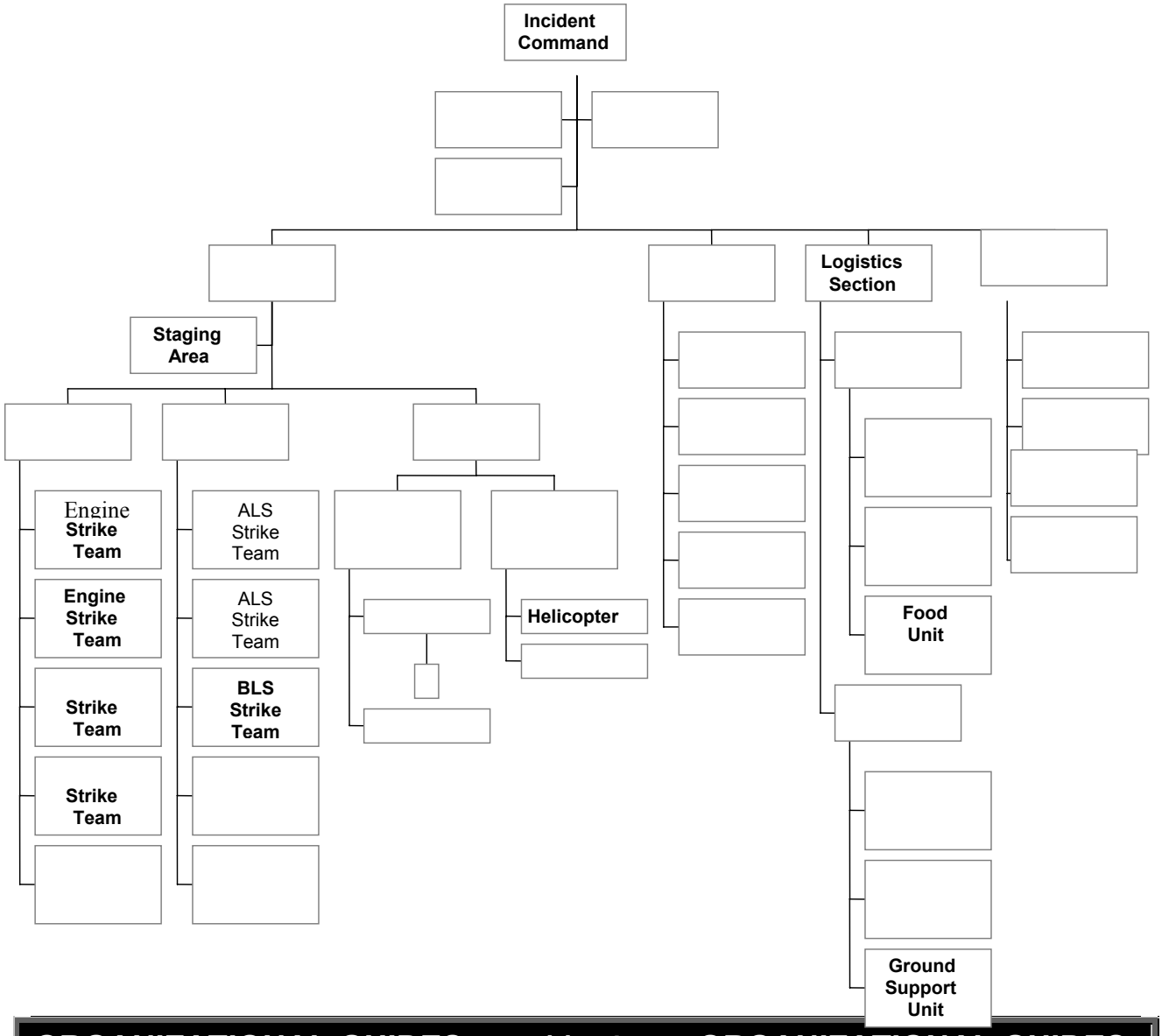
MODULAR DEVELOPMENT

EXAMPLE # 1 INITIAL RESPONSE ORGANIZATION
Initial response resources are managed by the initial response Incident Commander who will perform all Command and General Staff functions.



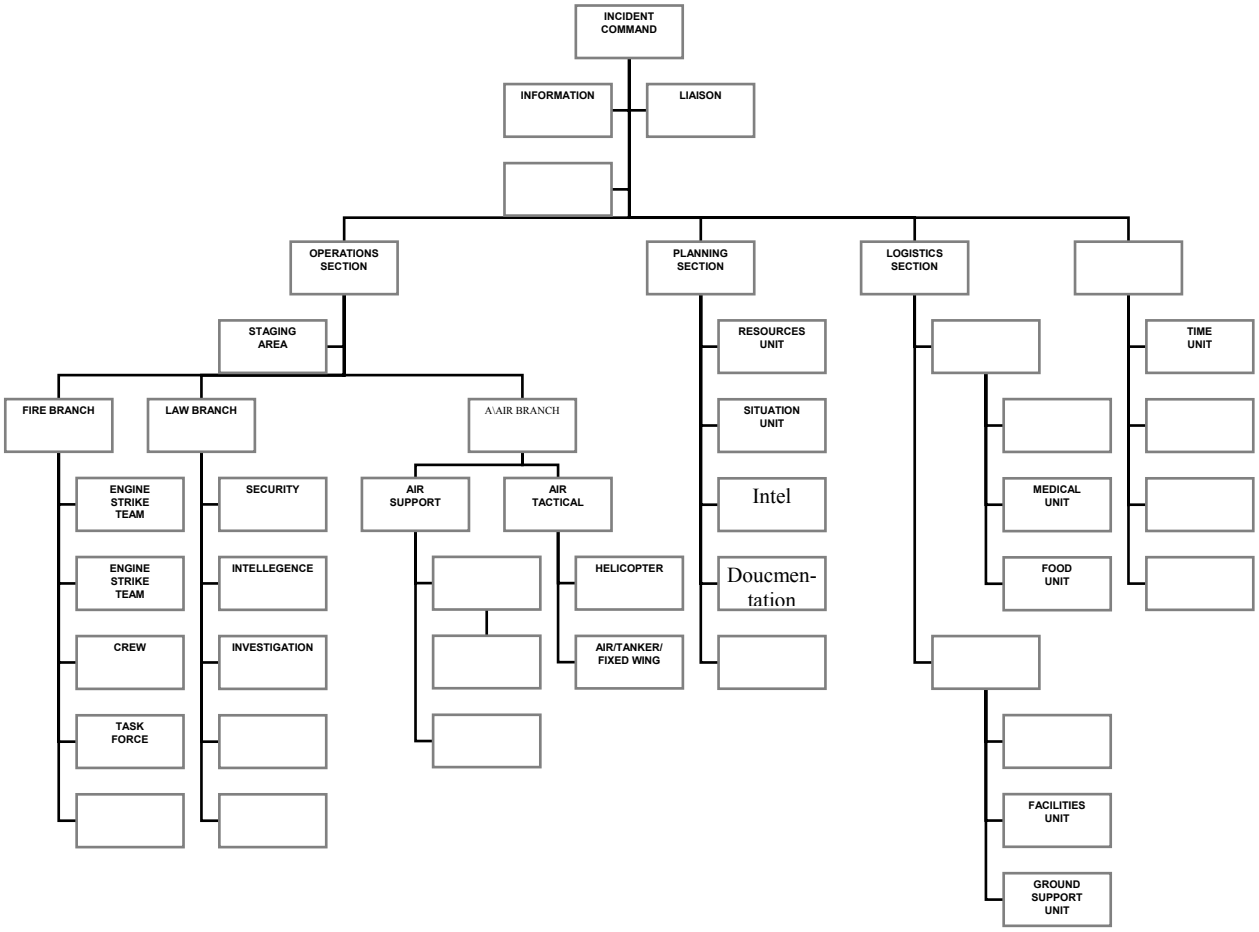
MODULAR DEVELOPMENT

EXAMPLE # 2 REINFORCED RESPONSE ORGANIZATION In the extended/reinforced response situation, the Incident Commander continues to directly manage all resources. The IC has now designated a Staging Area, a Logistics Chief, and two units within the section.



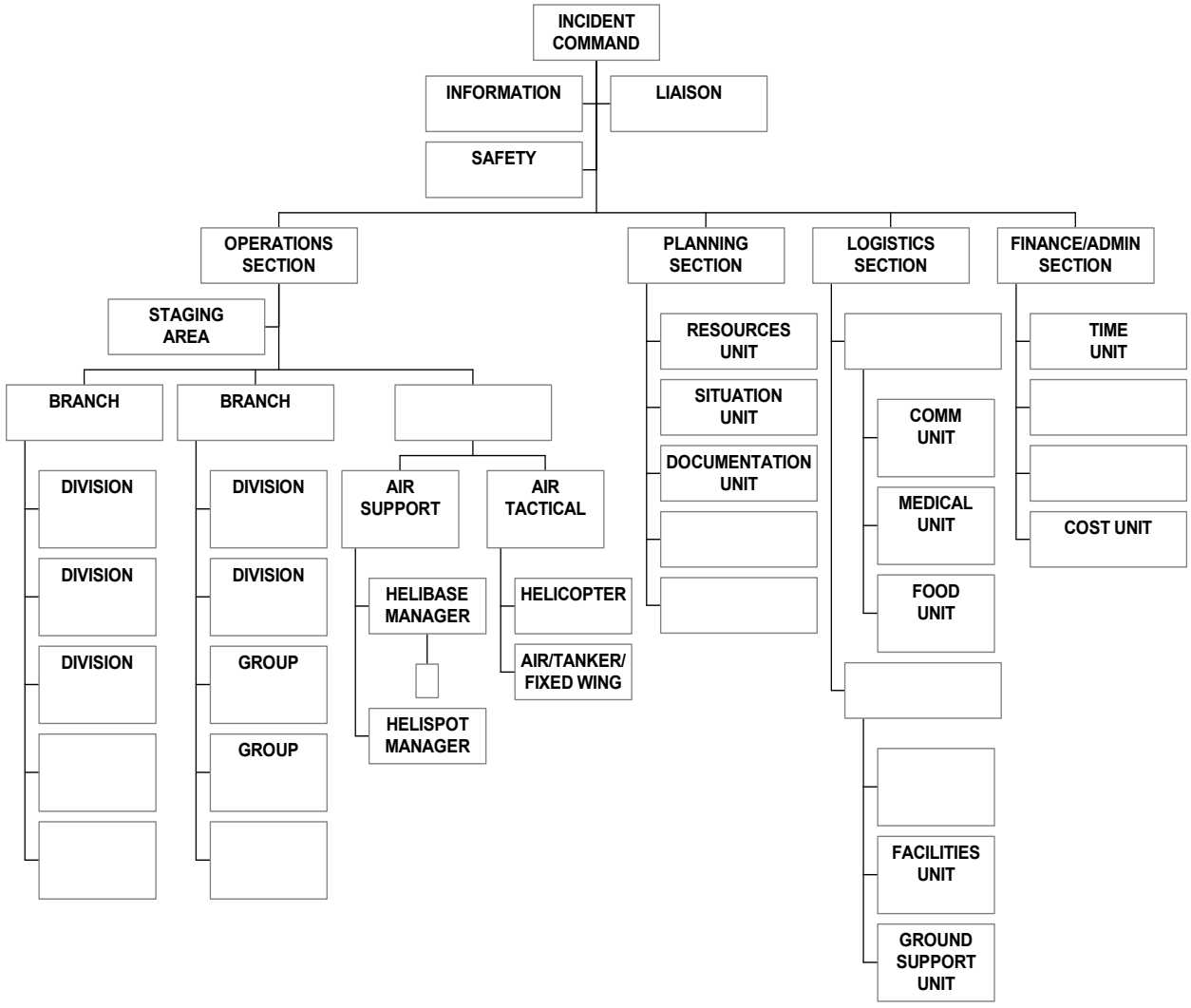
MODULAR DEVELOPMENT

EXAMPLE # 3 MULTI-DIVISION ORGANIZATION. The Incident Commander has filled several Command and General Staff positions. Some units in the Planning and Logistics Sections have been established. The Operations Section has established two divisions and an Air Tactical Group Supervisor position.



MODULAR DEVELOPMENT

EXAMPLE # 4 MULTI-BRANCH ORGANIZATION All Command and General Staff positions have been filled as well many of the Units. The Operations Section has now established a two-Branch organization and Air Operations Branch organization.



ICS ORGANIZATION GUIDE

COMMAND

1. Incident Commander - one per incident, unless incident is multi-jurisdictional.
2. Multi-jurisdictional incidents establish Unified Command with each jurisdiction, supplying individual to represent agency in unified command structure.
3. Incident commander may have deputy.
4. Command Staff Officer - one per function per incident.
5. Command Staff may have assistants as needed.
6. Agency Representatives report to Liaison Officer on Command Staff.

INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS (PER TWELVE [12] HOUR OPERATIONAL PERIOD)

(If camps are established, the minimum personnel requirements for the Base may be modified or additional personnel may be added to support camps.)

UNIT POSITION	SIZE OF INCIDENT (NUMBER OF DIVISIONS)					
		2	5	10	15	25
OPERATIONS	Operations Section Chief	One per Operational Period				
	Branch Director		2	3	4	6
	Division/Group Supervisor	2	5	10	15	25
	Strike Team Leaders	As Needed				
	Task Force Leaders	As Needed				
	Air Operations Director		1	1	1	1
	Air Tactical Group Supervisor	1	1	1	1	1
	Air Tanker/Fixed Wing Coordinator	As Needed				
	Helicopter Coordinator	As Needed				
	Air Support Group Supervisor	1	1	1	1	1
	Helibase Manager	One Per Helibase				
	Helispot Manager	One Per Helispot				
	Fixed Wing Support Leader	One Per Airport				
	Staging Area Manager	One Per Staging Area				
PLANNING	Planning Section Chief	One Per Incident				
	Resources Unit Leader	1	1	1	1	1
	Status Recorders	1	2	3	3	3
	Check-In Recorders	As Needed				
	Technical Specialists	As Needed				
	Situation Unit Leader	1	1	1	1	1
	Field Observer		1	2	2	3
	Weather Observer	As Needed				
	Aerial/Ortho Photo Analyst	As Needed				
	Display/Report Processor		1	1	1	2
	IR Equipment Operators	Two If Needed				
	Computer Terminal Operator		1	1	1	1
	Photographer			1	1	1
	Documentation Unit Leader		1	1	1	1
	Demobilization Unit Leader			1	1	1
	(Demob Recorders from Resources)	As Needed				

UNIT POSITION SIZE OF INCIDENT (NUMBER OF DIVISIONS)

		2	5	10	15	25
LOGISTICS	Logistics Section Chief	One Per Incident				
	Service Branch Director	As Needed				
	Communications Unit Leader	1	1	1	1	1
	Incident Communications Manager	1	1	1	1	1
	Incident Dispatcher	1	2	3	3	4
	Message Center Operator		1	1	2	2
	Messenger		1	2	2	2
	Communications Technician		1	2	4	4
	Medical Unit Leader	1	1	1	1	1
	Medical Unit Leader Assistant	As Needed				
	Responder Rehabilitation Manager	As Needed				
	Food Unit Leader		1	1	1	1
	Food Unit Assistant (each camp)	As Needed				
	Cook		1	1	2	2
	Assistant Cook		2	2	6	12
	Helper		8	8	16	24
	Support Branch Director	As Needed				
	Supply Unit Leader		1	1	1	1
	Camp Supply Assistant (each camp)	As Needed				
	Ordering Manager			1	1	1
	Receiving/Distribution Manager		1	1	1	1
	Tool/Equipment Specialist			1	1	1
	Recorders		1	1	2	2
	Helpers		2	2	2	2
	Facility Unit Leader		1	1	1	1
	Base Manager		1	1	1	1
	Camp Manager (each camp)	As Needed				
	Facility Maintenance Specialist		1	1	1	1
	Security Manager		1	1	1	1
	Helpers		6	6	12	12
	Ground Support Unit Leader	1	1	1	1	1
	Equipment Manager		1	1	1	1
	Assistants	As Needed				
	Equipment Timekeeper		1	1	1	1
	Mechanics	1	1	3	5	7
	Drivers	As Needed				
	Operators	As Needed				
FIN-ADMIN	Finance/Administration Section Chief	One Per Incident				
	Time Unit Leader		1	1	1	1
	Time Recorder, Personnel		1	3	3	5
	Time Recorder, Equipment		1	2	2	3
	Procurement Unit Leader		1	1	1	1
	Compensation/Claims Unit Leader		1	1	1	1
	Compensation Specialist	As Needed				
	Claims Specialist	As Needed				
	Cost Unit Leader		1	1	1	1
	Cost Analyst			1	1	1

ICS FORMS

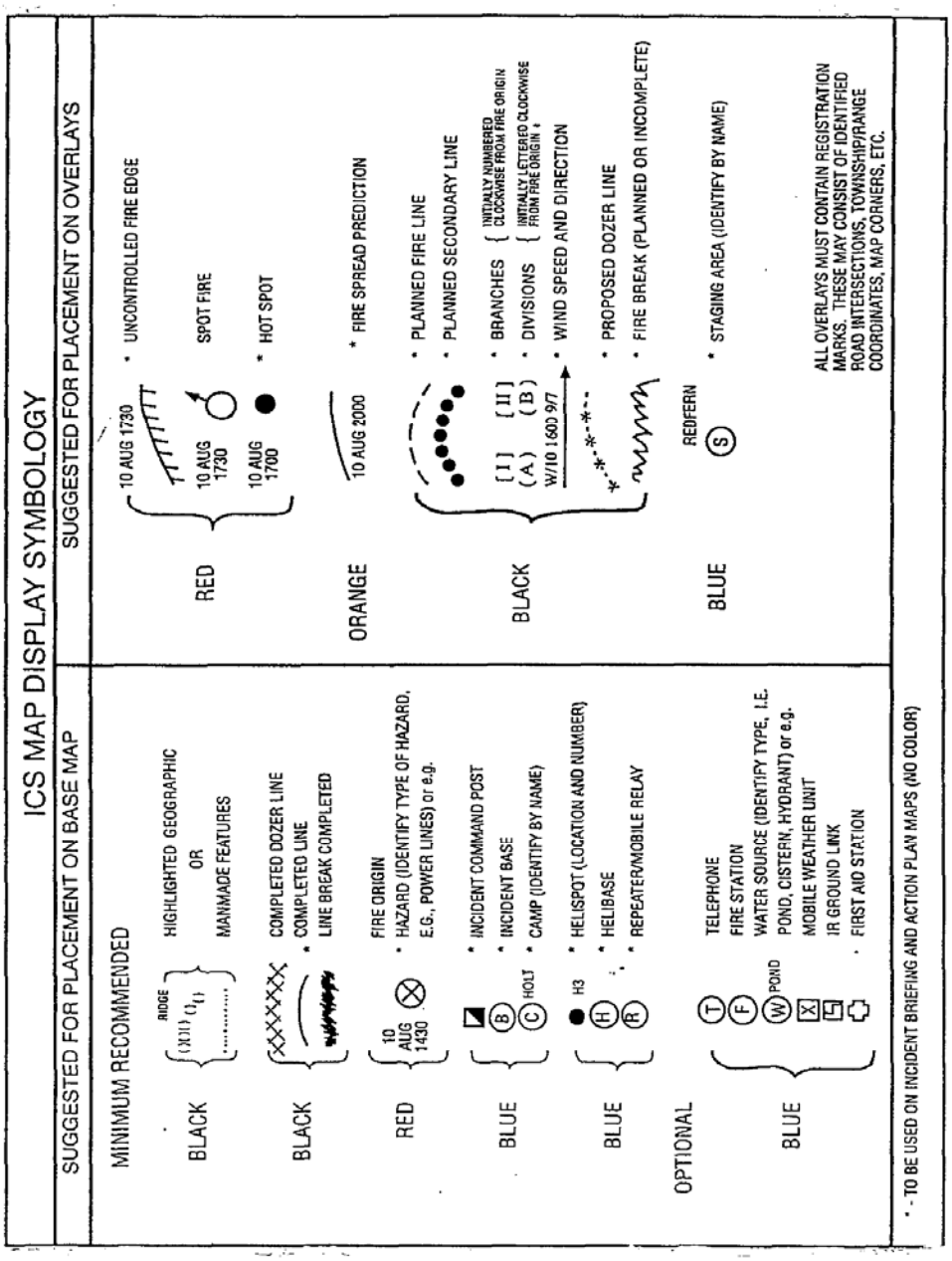
T-CARD COLORS AND USES

Ten different color resource Cards (T-cards) are used to denote kind of resources. The card colors and resources they represent are:		
KIND RESOURCE	**CARD COLOR**	**FORM NUMBER**
Engines	Rose	219-3
Hand crews	Green	219-2
Dozers	Yellow	219-7
Aircraft	Orange	219-6
Helicopter	Blue	219-4
Misc. Equip. /Task Forces	Tan	219-8
Personnel	White	219-5
Location Labels	Gray	219-1
Property Record	White/Red	219-9
Transfer Tag	Blue Tag	219-9A

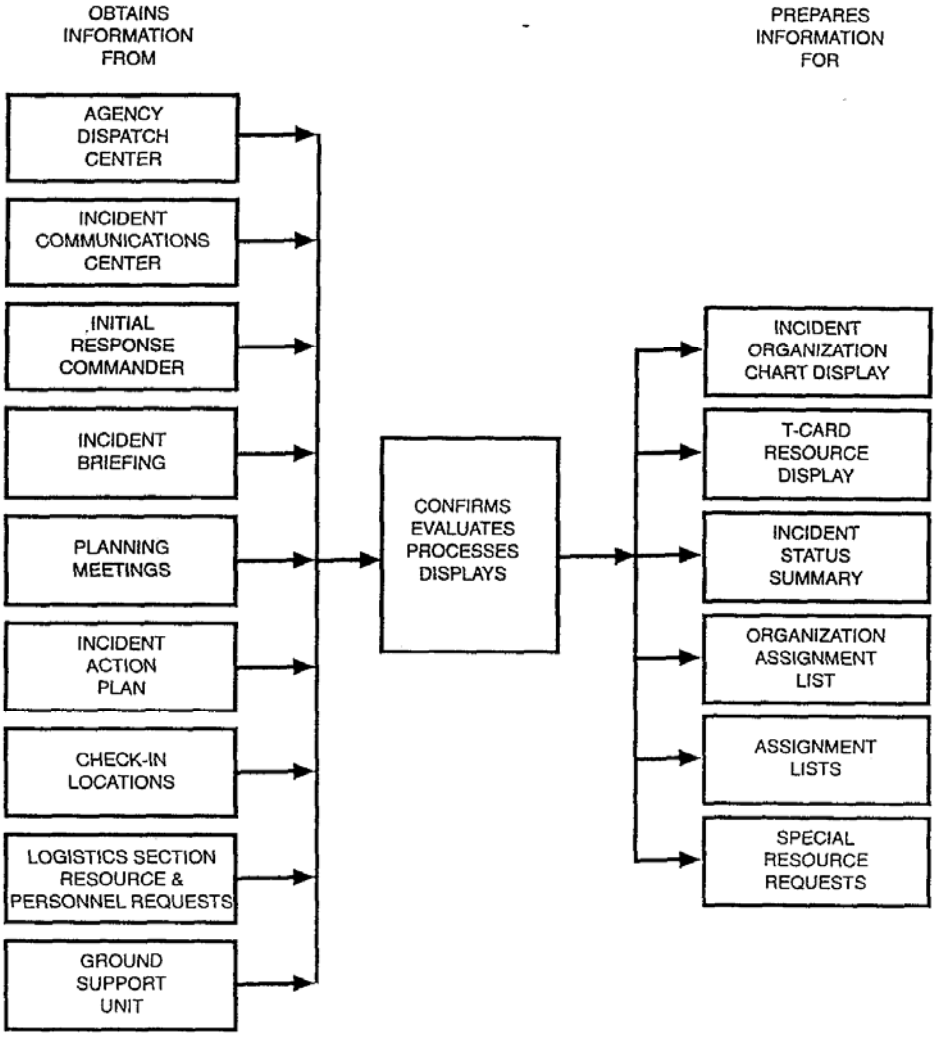
INCIDENT COMMAND SYSTEMS FORMS	
Forms and records which are routinely used in the ICS are listed below. Those marked with an (*) are commonly used in written Incident Action Plans.	
Incident Briefing	ICS Form 201
*Objectives	ICS Form 202
*Organization Assignment List	ICS Form 203
*Assignment List	ICS Form 204
*Incident Radio Communications Plan	ICS Form 205
*Medical Plan	ICS Form 206
Incident Organization Chart	ICS Form 207
Site Safety and Control Plan	ICS Form 208-HM
Incident Status Summary	ICS Form 209
Check-In List	ICS Form 211
Vehicle Demobilization Inspection	ICS Form 212
General Message	ICS Form 213
Unit/Activity Log	ICS Form 214
Operational Planning Worksheet LCES Safety Analysis	ICS Form 215 A
Operational Planning Worksheet	ICS Form 215 G, W
Radio Requirements Worksheet	ICS Form 216
Support Vehicle Inventory	ICS Form 218
Resource Status Card (1-9A)	ICS Form 219
Air Operations Summary Worksheet	ICS Form 220
Demobilization Checkout	ICS Form 221
Incident Weather Forecast Request	ICS Form 222
Tentative Release List	ICS Form 223
Crew Performance Rating	ICS Form 224
Incident Personnel Performance Rating	ICS Form 225
Compensation for Injury Log	ICS Form 226
Claims Log	ICS Form 227

Incident Cost Work Sheet	**ICS Form 228**
Incident Cost Summary	**ICS Form 229**

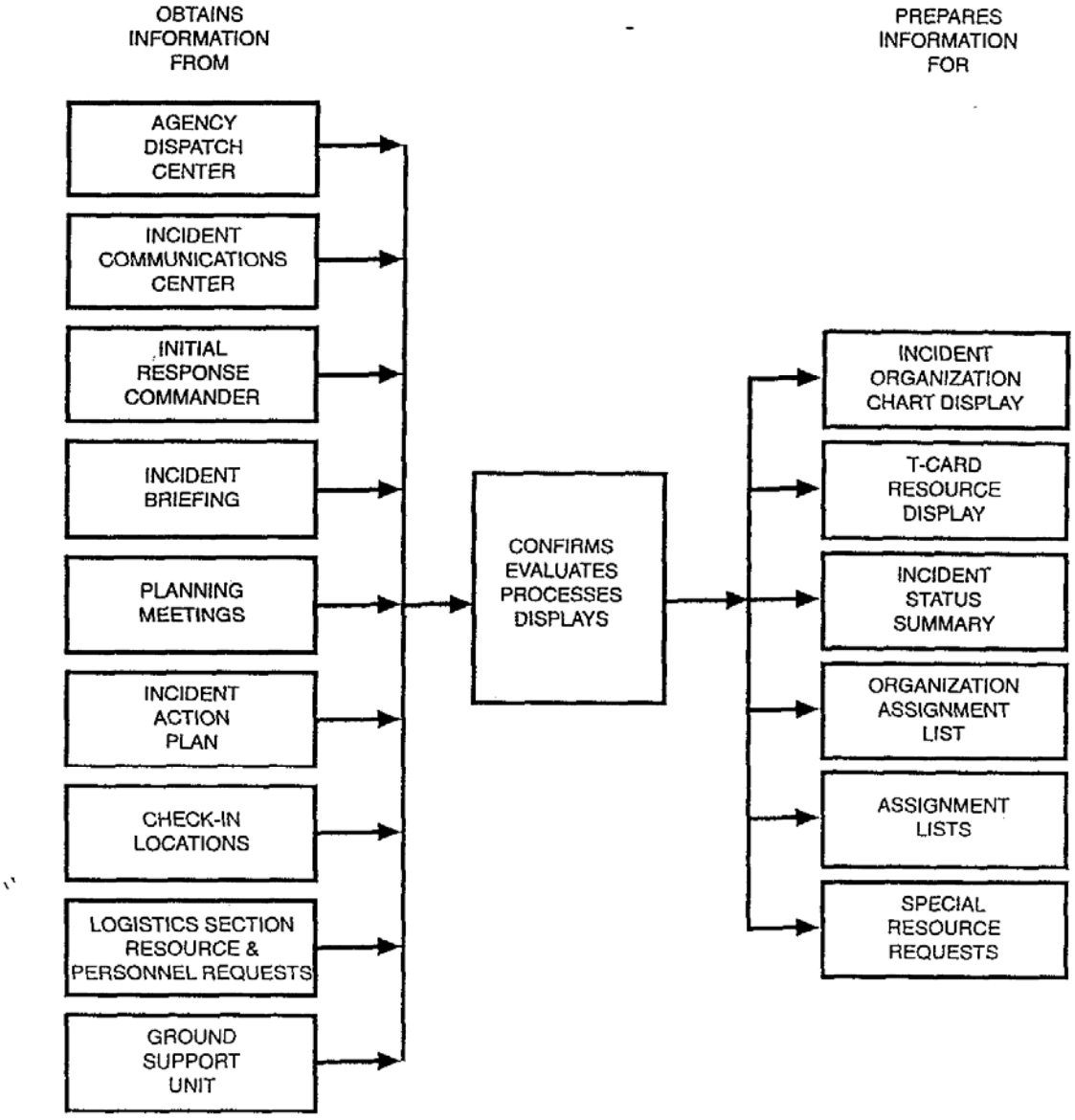
ICSN MAP DISPLAY SYMBOLOGY



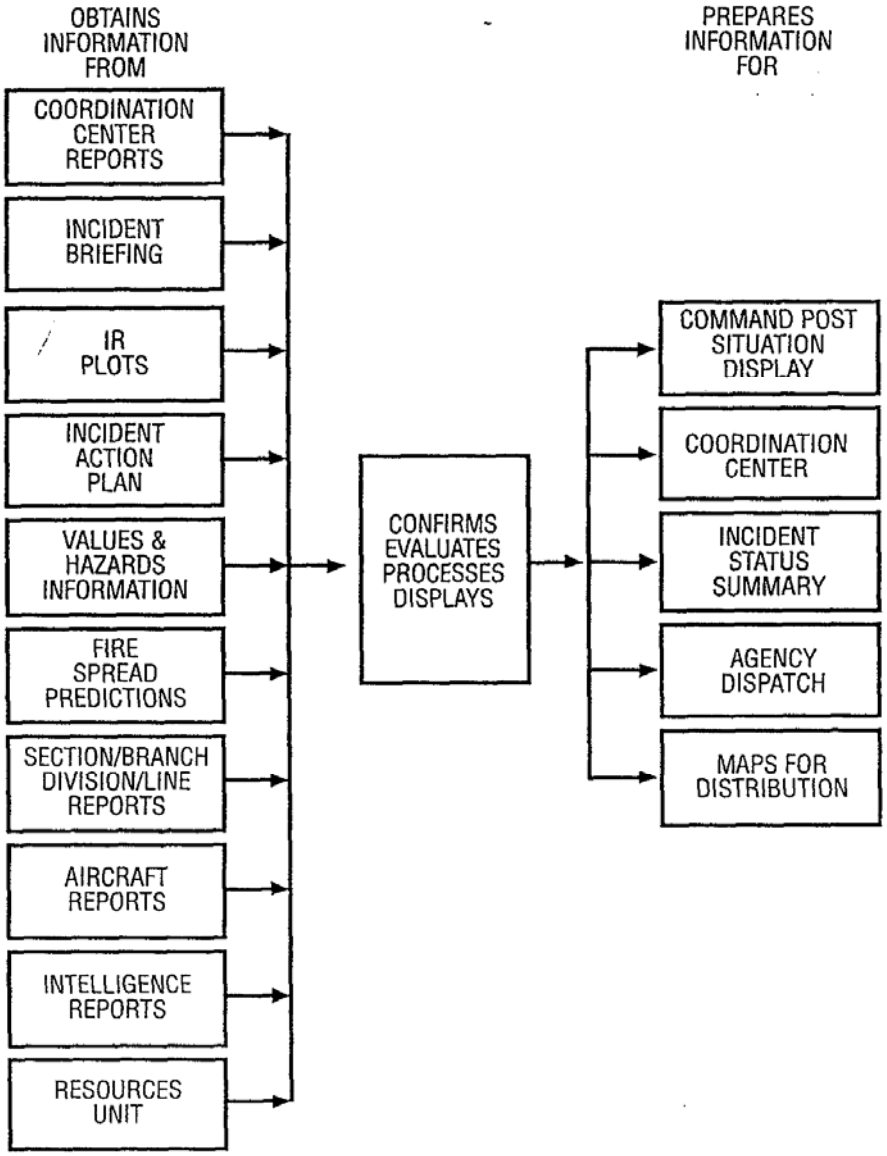
RESOURCES UNIT FUNCTIONS AND INTERACTIONS



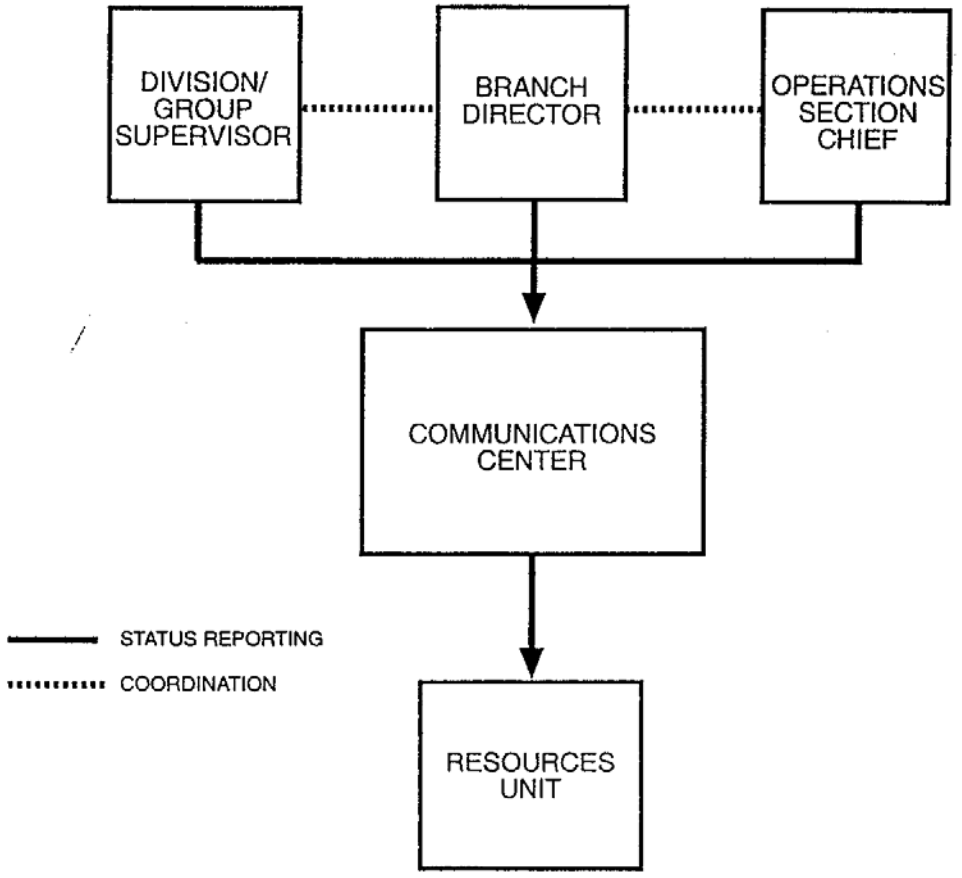
SITUATION UNIT FUNCTIONS & INTERACTIONS



SITUATION UNIT FUNCTIONS & INTERACTIONS



RESOURCE STATUS CHANGE REPORTING



1. REPORT:

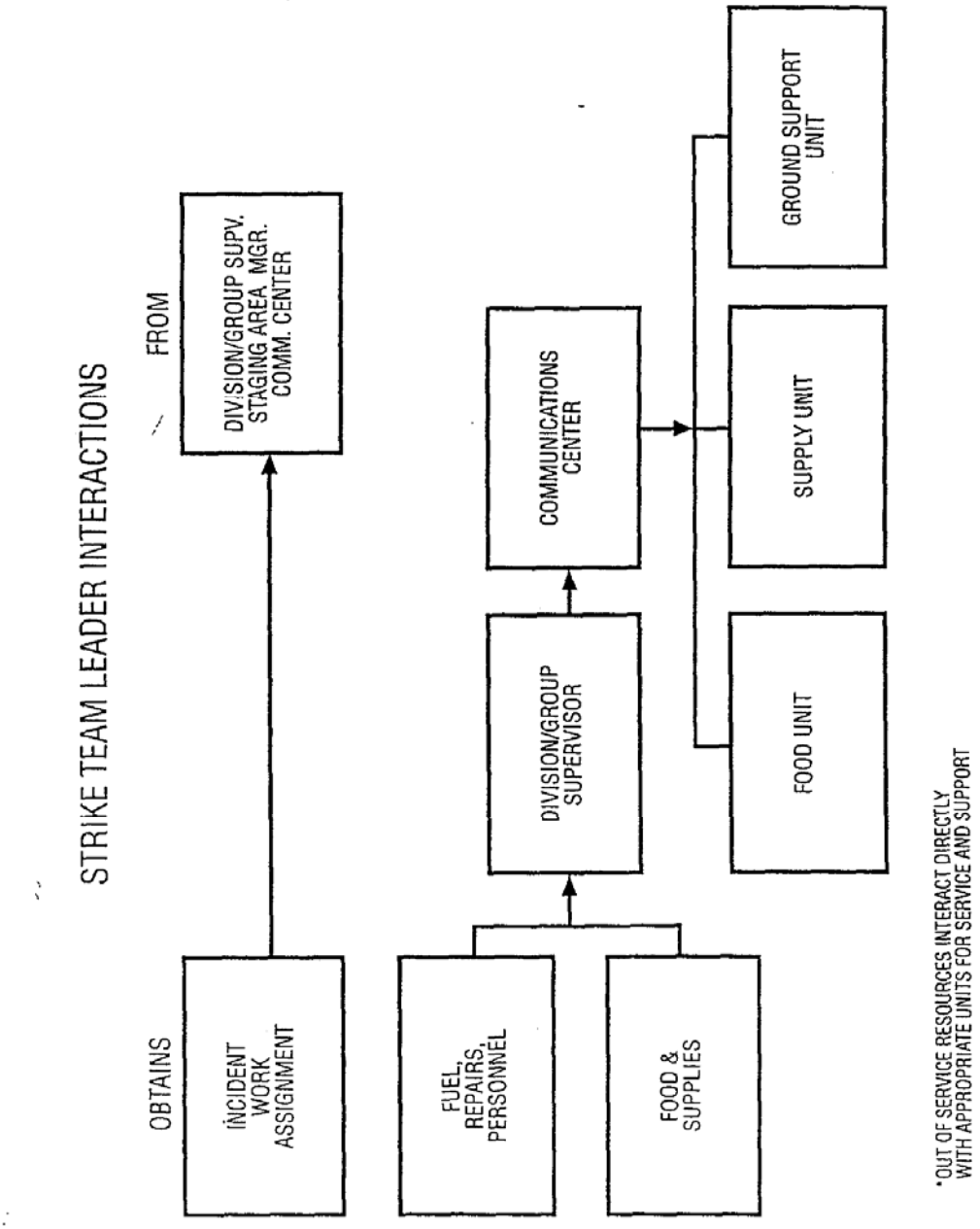
   A) RESOURCES CHANGING STATUS (ASSIGNED, AVAILABLE, OUT OF SERVICE)

   B) RESOURCES MOVING BETWEEN DIVISIONS

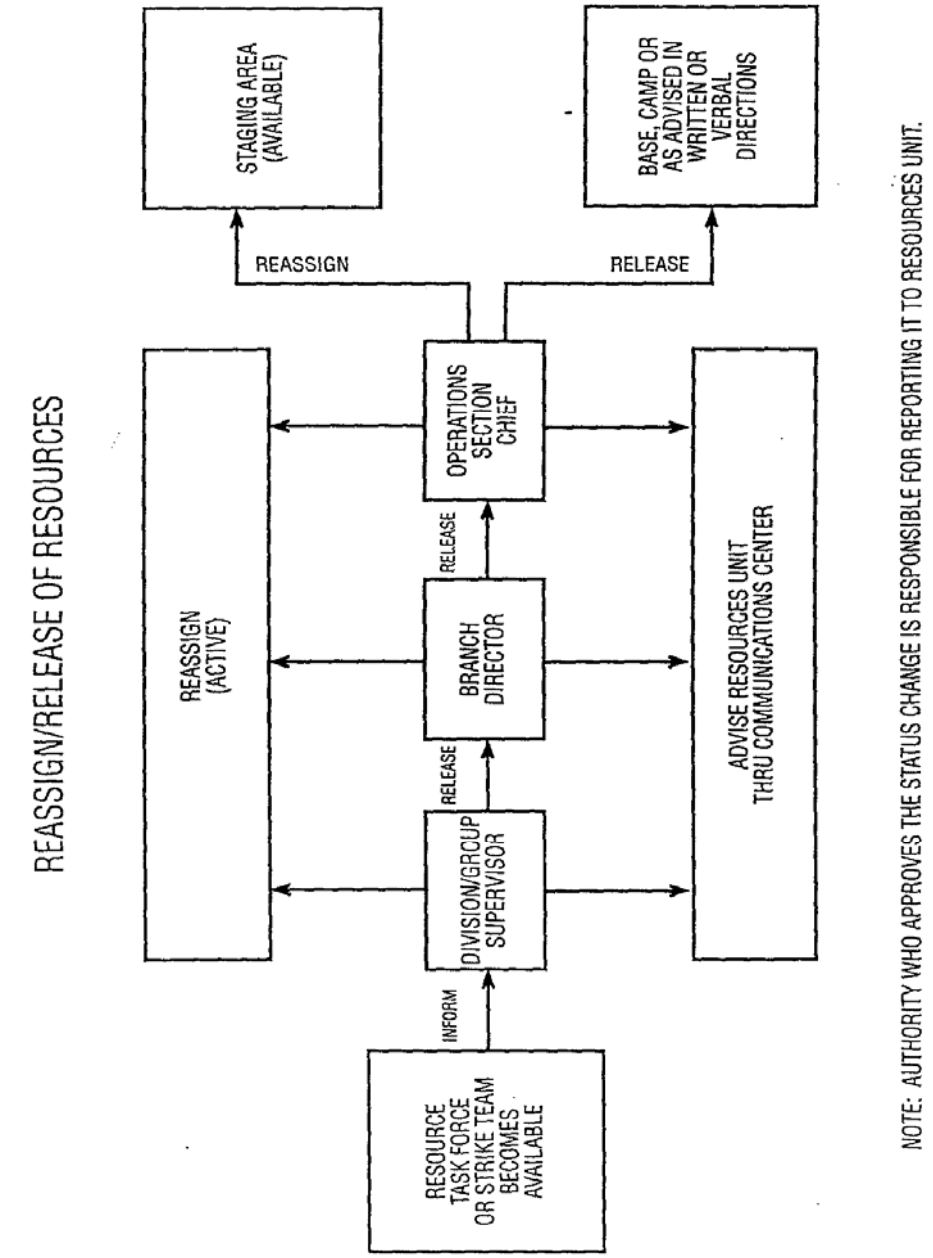
2. NOTE:

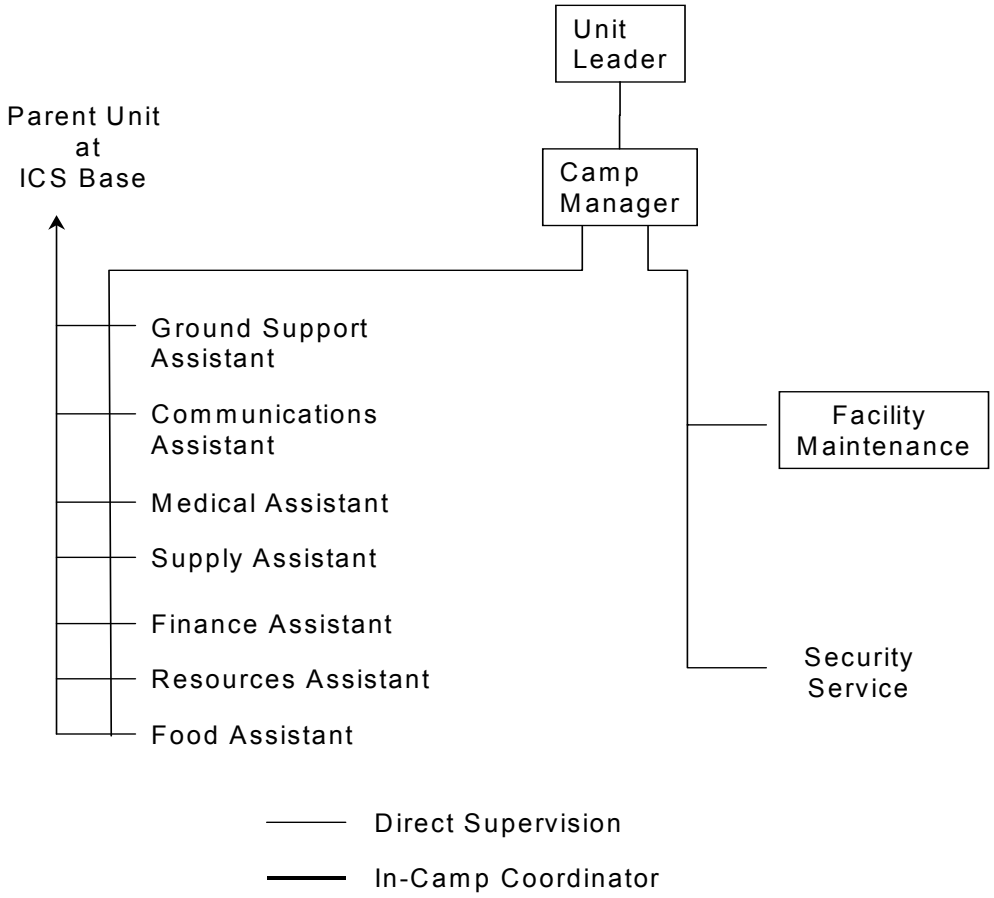
   AUTHORITY WHO APPROVES THE STATUS CHANGE IS RESPONSIBLE FOR REPORTING IT TO RESOURCES UNIT

STRIKE TEAM LEADER INTERACTIONS



REASSIGN / RELEASE OF RESOURCES





ICS CAMP ORGANIZATION AND REPORTING

The Camp Manager will provide direct supervision for all facility maintenance and security services at the Camp. Several of the functional unit activities which are performed at the ICS Base may also be performed at the Camp(s). These functional units assigned to the Camps(s) will receive their direct supervision from their Unit Leaders at the ICS Base. During the time that a Camp is established, the Camp Manager will be responsible to provide non-technical coordination for all units operating within the Camp in order to ensure orderly and harmonious operation of the camp and efficient use of all resources and personnel assigned to the camp.